

VERTICAL SKETCH

N. Lat. 42 28 09
W. Lng. 92 29 05

Steel Guyed Tower
FAA A3 lighting

(Not to Scale)

EXHIBIT #E1

Double W, Inc.
Channel 253 - Class C3
Cedar Falls, IA

April '92

DOUG VERNIER
BROADCAST CONSULTANT
1600 PICTURESQUE DR.
CEDAR FALLS, IA 50613
319 266-8402

7400 U.S.E.
(NEW HARTFORD)

HUDSON QUADRANGLE
IOWA-BLACK HAWK CO.
7.5 MINUTE SERIES (TOPOGRAPHIC)

Ex. #E2
Double W
SITE MAP

4/92

92°30'

542000m.E.

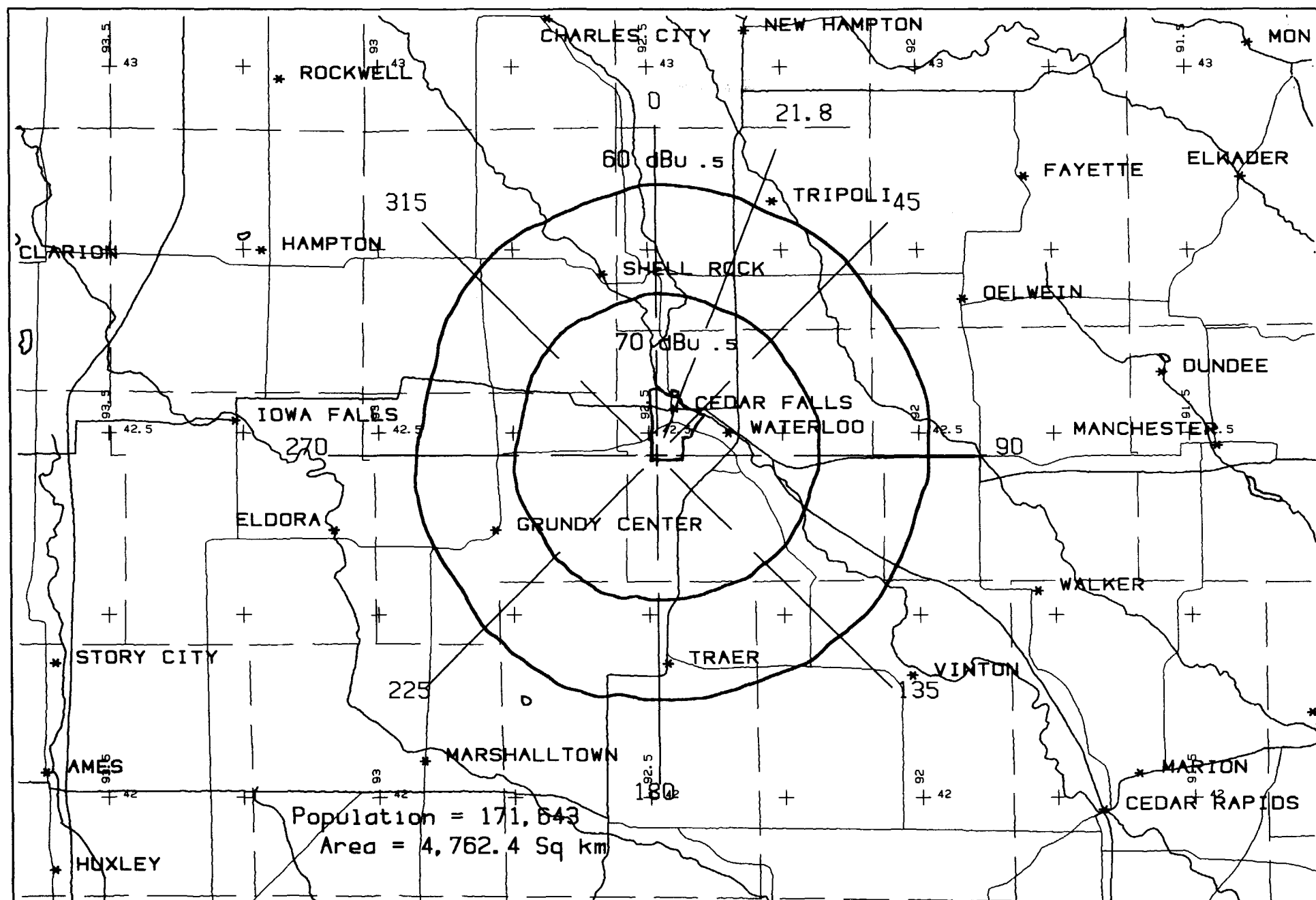
9 MI. TO U.S. 63
3 MI. TO U.S. 20

543

-42 30 00- P 544

27'30"

545



CH 253 - 25kW Proposed Facility

N. Lat. 42 28 09

W. Lng. 92 29 05

CEDAR FALLS - EX#. E3

DOUBLE W. INC - 04/92

Exhibit # B4
R.F. Hazard Study
Cedar Falls, Iowa
April, 1992

Using the formulas expressed in the OST Bulletin, No. 65, Oct. 1985, "Evaluating Compliance with F.C.C. Specified Guidelines for Human Exposure to Radio Frequency Radiation", published by the Federal Communication Commission's Office of Science and Technology, a study of the non-ionizing radiation level present at the base of the tower was made. The proposed antenna will be energized such that it produces 25 kW effective radiated power, circularly polarized, from a center of radiation of 85.3 meters above ground.

By applying a combination of the element and array pattern as defined in E.P.A study PB85-245868 ("Engineering Assessment of the Potential Impact of the Federal Radiation Protection Guidance on the AM, FM and TV Broadcast Services".) using a six-bay ERI type 3 antenna and applying the formulas described in OST-65 it can be shown that the proposed antenna will generate a non-ionization radiation level of 7.22

100

DOUBLE W INC

RFMAZRD

6 Bays, Type 3

SECTION VI - EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

1. Does the applicant propose to employ five or more full-time employees?

☒ Yes ☐ No

If Yes, the applicant must include an EEO program called for in the separate Broadcast Equal Employment Opportunity Program Report (FCC 886-A).

SECTION VII - CERTIFICATIONS

1. Has or will the applicant comply with the public notice requirement of 47 C.F.R. Section 78.6680?

☒ Yes ☐ No

2. Has the applicant reasonable assurance in good faith that the site or structure proposed in Section

☒ Yes ☐ No

SECTION VII - CERTIFICATION (Page 5)

WILLFUL FALSE STATEMENTS MADE ON THIS FORM ARE PUNISHABLE BY FINE AND IMPRISONMENT.
U.S. CODE, TITLE 18, SECTION 1001.

I certify that the statements in this application are true and correct to the best of my knowledge and belief, and are made in good faith.

Name of Applicant Double W, Inc.	Signature <i>Diane Wenkey</i>
Date April 30, 1992	Title President, Secretary, Treasurer

FCC NOTICE TO INDIVIDUALS REQUIRED BY THE PRIVACY ACT
AND THE PAPERWORK REDUCTION ACT

The solicitation of personal information requested in this application is authorized by the Communications Act of 1934, as amended. The principal purpose for which the information will be used is to determine if the benefit requested is consistent with the public interest. The staff, consisting variously of attorneys, analysts, engineers and applications examiners, will use the information to determine whether the application should be granted, denied, dismissed, or designated for hearing. If all the information is not provided, the application may be returned without action having been taken upon it or its processing may be delayed while a request is made to provide the missing information. Accordingly, every effort should be made to provide all necessary information. Your response is required to obtain the requested authority.

Public reporting burden for this collection of information is estimated to vary from 71 hours 45 minutes to 301 hours 30 minutes with an average of 118 hours 28 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, can be sent to the Federal Communications Commission, Office of Managing Director, Washington, D.C. 20554, and to the Office of Management and Budget, Paperwork Reduction Project (8060-0027), Washington, D.C. 20503.

THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, P.L. 93-579, DECEMBER 31, 1974, 5 U.S.C. 552a(e)(3), AND THE PAPERWORK REDUCTION ACT OF 1980, P.L. 96-511, DECEMBER 11, 1980, 44 U.S.C. 3507.

Exhibit "A"

RE: Legal Qualifications, Section II #4

See attached.

BUY-SELL AGREEMENT

This Agreement is entered into as of this ____ day of April, 1992, by and between Diane M. Winkey, Steven A. Winkey, Junean E. Witham and Richard J. Witham, hereinafter collectively referred to as the "Shareholders", and Double W, Inc., hereinafter referred to as the "Company", as follows:

RECITALS

A. The Shareholders own all of the outstanding stock of the Company in the proportions and in the amount set forth opposite their names below:

Diane M. Winkey	-	25,000 shares
Steven A. Winkey	-	25,000 shares
Junean E. Witham	-	25,000 shares
Richard J. Witham	-	25,000 shares

B. The Shareholders and the Company believe that it is to their mutual best interest to provide for continuity and harmony in management of the Company.

C. It is the intent of the Shareholders and the Company to provide for the purchase by the Company of a deceased Shareholder's stock interest and to provide for the purchase by the Company of a Shareholder's shares should any of the Shareholders desire to sell their stock during their lifetime, or if there should be an involuntary transfer.

NOW, THEREFORE, in consideration of the mutual agreements and covenants contained herein and for other valuable consideration, receipt of which is hereby acknowledged, it is mutually agreed and covenanted by and between the parties to this agreement as follows:

ARTICLE 1. LIFETIME TRANSFERS OF STOCK: Shareholders shall not, during their lifetime, except to a spouse, transfer, encumber or dispose of any portion or all of their stock until the shareholder shall have first given notice to the Company of such intention. The notice must name the proposed transferee and specify the number of shares to be transferred, the price per share, and the terms for payment. Upon receipt of the notice, the secretary of the Company shall forward a copy of the notice to each member of the Company's board of directors who

and on the terms stated in the notice or at the price determined in the same manner as is provided in Article 4 of this agreement, whichever price is lower.

If the Company exercises its option within the forty-five (45) day period, the secretary of the Company shall give notice of that fact to the offering Shareholder. The Company shall pay the purchase price in the same manner as provided in the terms set forth in the notice or as set forth in Article 4 of this agreement as may be determined by the Company.

If the option is not exercised by the Company as to all shares set forth in the notice of intention to transfer within the forty-five (45) day period, notice of the proposed transfer in the same form as the notice given to the Company shall be given immediately to the remaining Shareholders who shall have the option to purchase any shares not purchased by the Company at the price and upon the same terms and conditions as specified in the notice for a period of fifteen (15) days. Any Shareholder desiring to acquire any part or all of the shares shall deliver to the secretary of the Company a written election to purchase the shares or specified number of them.

If the total number of shares specified in the election exceeds the number of available shares, each Shareholder shall have priority up to the number of shares specified in his notice of election to purchase to such proportion of the available shares as the number of the Company shares that he holds bears to the total number of the Company shares held by all Shareholders electing to purchase. The shares not purchased on such a priority basis shall be allocated in one or more successive allocation to those Shareholders electing to purchase more than the number of shares to which they have a priority right up to the number of shares specified in their respective notices in the proportion that the number of shares held by each of them bears to the number of shares held by all of them.

Within ten (10) days after the mailing of the notice to the Shareholders, the secretary of the Company shall notify each Shareholder of the number of shares as to which this election was effective and the Shareholder shall meet the terms and conditions of the purchase within ten (10) days thereafter. If the Company and Shareholders do not purchase all of the shares set forth in the notice of intention to transfer, all of the shares may be transferred anytime within one hundred twenty (120) days from the date of the notice and upon the terms specified in the notice.

The transferee, or a spouse to whom stock has been transferred, will

hold the shares subject to the provisions of this agreement. No transfer of shares shall be made after the end of the one hundred twenty (120) day period nor shall any change in the terms of transfer be permitted without a new notice of intention to transfer in compliance with the requirements of this paragraph

ARTICLE 2. DEATH OF SHAREHOLDER: In the event of the death of a Shareholder, then the estate of the deceased Shareholder shall sell and either the Company or the surviving shareholders shall purchase all of the stock of the deceased Shareholder for sale in accord with the provisions of this agreement, as set forth in Article 1. In the event that the corporation or the surviving shareholders are the beneficiaries of life insurance proceeds from policies on the life of the deceased shareholder, then the corporation or the surviving shareholders owning such life insurance policies shall promptly make claim for the death proceeds insuring the life of the deceased shareholder. To the extent that life insurance proceeds are equal to or in excess of the then-current stock price, the corporation and the surviving shareholders shall pay over the full purchase price to the deceased shareholder's estate in cash. Any excess proceeds shall be retained by the surviving shareholders or corporation, as the case may be, free of any obligation under this agreement. In the event the insurance proceeds are less than the current stock price, then such proceeds shall be paid and the additional amount equal to the difference between the proceeds of the insurance policies and the purchase price shall be paid as provided in Article 5.

Notwithstanding the provisions of this article, if the spouse of the deceased shareholder is living, and the Will of the deceased shareholder provides that the surviving spouse shall receive all or a part of the deceased shareholder's stock, then the estate shall not be required to sell the deceased shareholder's stock, and it may be transferred to the surviving spouse free of the restrictions of this article, except that the stock so transferred shall continue to be subject to the application of this agreement.

- ARTICLE 3. INVOLUNTARY TRANSFER. If a shareholder:
- A. Shall be adjudicated bankrupt, or
 - B. Be adjudged incompetent in any judicial proceedings, or
 - C. Initiate proceedings to dissolve the corporation without first offering to sell his shares of stock in accordance with the terms of this agreement, or

- D. Be ordered, as a result of judicial proceedings, including but not limited to dissolution of marriage, to transfer stock to a person not then a shareholder,

then the spouse of the shareholder who is subject to such involuntary transfer, shall have a preemptive right to acquire the stock of such shareholder as if it was a lifetime transfer, or on such other terms as may be satisfactory to them, but such right must be exercised within thirty (30) days of the occurrence of the event of involuntary transfer. If, after thirty (30) days, the spouse of such shareholder has not exercised his or her preemptive right, then such shareholder shall be deemed to have made an offer of sale of his or her shares of stock to the Company and to the shareholders, and the Company and the shareholders shall have the same rights to purchase the shares of stock of such shareholder on the same terms as though it was a lifetime transfer of stock described in Article 1 above. The right to purchase the stock of such a shareholder shall be deemed to have arisen as of the later of the date of either the occurrence of the event creating the option to purchase or when the corporation's Board of Directors shall have notice of such event.

ARTICLE 4. PURCHASE PRICE: The purchase price to be paid for each of the shares subject to this agreement shall be equal to the agreed value of the Company divided by the total number of shares outstanding as of the date the price is to be determined. The initial agreed value of the Company is the total amount of contributed capital for stock to be purchased pursuant to the provisions of paragraphs 3 and 5 of the Agreement Between Shareholders and the Corporation known as Double W, Inc. dated the ____ day of April, 1992, however, a new agreed upon value shall be determined by the Shareholders at the annual meeting of the corporation each year thereafter.

If, during the period of time ending June 30, 1993, no new valuation has been agreed upon within three (3) months prior to the event requiring the determination of value, then the value of the selling Shareholder's interest shall be agreed upon by the selling Shareholder or his successor in interest and the remaining Shareholders. If they do not mutually agree on the value within thirty (30) days after the event requiring the determination, then the value shall be determined by arbitration in accordance with the Iowa law.

ARTICLE 5. METHOD OF PAYMENT: At the election of the company if the company is the purchaser or at the election of the purchasing Shareholder in the event a Shareholder is a purchaser of stock pursuant to the terms

of this agreement, the purchase price shall be paid as follows:

- A. Not less than twenty percent (20%) of the purchase price in cash within One Hundred Twenty (120) days after the date of the death of a Shareholder or One Hundred Twenty (120) days after the date of a notice to sell is served pursuant to the provisions of Article 1 of this agreement.
- B. The balance of the purchase price shall be paid in five (5) equal consecutive annual payments beginning on the anniversary date of the payment made pursuant to the provisions of subparagraph A above, and on the same day each year thereafter, said payments being evidenced by a series of negotiable promissory notes made by the Company or the Shareholder with interest at the rate of nine per cent (9%) per annum. The notes shall provide for the acceleration of the due date of all unpaid notes in the series in the event of any default on the payment on any notice or interest thereon, and they shall also give the makers thereof the option of pre-payment in whole or in part at any time.
- C. Nothing contained herein shall prevent the parties from negotiating a different method of payment agreeable to the participants.

ARTICLE 6. RESTRICTION AND LEGEND ON SHARE CERTIFICATES:

On execution of this agreement, each Shareholder shall have placed on the certificates representing their shares, a legend as follows:

Sale or transfer or hypothecation of the shares represented by this certificate are subject to the provisions of a Buyout agreement between the Shareholders of Double W, Inc. dated _____, 1992, a copy of which may be inspected at the principal office of the company, and all the provisions of which are incorporated by reference in this certificate."

None of the shares shall be transferred, encumbered or in any way alienated except under the terms of this agreement. Each Shareholder shall continue to have the right to vote their shares and receive the dividends paid on them until the shares are sold or transferred as provided in this agreement. A copy of this agreement shall be delivered to the secretary of the Company, and it shall be shown to any

Shareholder or Shareholder's designee.

ARTICLE 7. TERMINATION OF AGREEMENT: This agreement shall terminate upon the occurrence of any of the following events:

- A. The bankruptcy, receivership or dissolution of the Company;
- B. The death of all Shareholders within a period of thirty (30) days;
or
- C. When there survives only one Shareholder a party to this agreement.
- D. The voluntary agreement of all the parties who are then bound by the terms hereof.

ARTICLE 8. AMENDMENTS: This agreement may be altered, amended or terminated only by a writing signed by all of the Shareholders and the Company.

ARTICLE 9. CONSTRUCTION AND BENEFIT: The Executor, administrator or personal representative of a deceased Shareholder shall execute and deliver any and all documents or legal instruments necessary or desirable to carry out the provisions of this agreement. This agreement shall be binding upon the Shareholders, their heirs, legal representatives, successors or assigns, and upon the Company, its successors or assigns. This agreement shall be governed by the laws of the State of Iowa notwithstanding the fact that one or more of the parties to this agreement is now or may become a resident or citizen of a different state.

IN WITNESS WHEREOF, the parties hereunto have executed this agreement the day and date first above written.

DOUBLE W, INC.

SHAREHOLDERS

BY: _____

Diane M. Winkey, President
& Secretary

Diane M. Winkey

Steven A. Winkey

Junean E. Witham

Richard J. Witham

Exhibit "B"

RE: Legal Qualifications, Section II #8 (a)

Shareholders of the Corporation Double W, Inc. and officers of the proposed station Diane Winkey and Steve Winkey are wife and husband.

Shareholders of the Corporation Double W, Inc. Junean Witham and Dick Witham are wife and husband.

Exhibit "C"

RE: Program Service Statement, Section IV #A

The officers and shareholders of the proposed station propose to create an environment in which the station can learn about the needs, goals and issues of the market to be served.

The station will strive to become a valuable community partner through semi-annual ascertainments. The station will offer its facilities as a forum to community representatives consisting of but not limited to members from the minority public, the senior population, and service area spokes people.

The station seek to create a useful service to the communities served, and will express sincere support of public concerns through the establishment of semi-annual ascertainment sessions, and a minimum of two hours per week will be devoted to addressing the issues of public concerns with community originated programming.

It is the position of the officers and shareholders of the proposed station that the public good will be served through a genuine long term commitment to the service area.

The applicant will broadcast news, public affairs and other non-entertainment programming responsive to the issues, needs and interests of the service area.

The station's facilities will be available for the presentation of public service announcements concerning issues and events of local concern.

Exhibit "D"

RE: Integration Statement, Section IV-B #1

Page 2
Exhibit "D"
Diane Winkey continued

1965 - 1969

Promotion Assistant: Promotion duties included writing on-air promotion and public service announcements, researching pertinent program information for school mailers, and compiling sales-merchandising letters.

1969 - 1972

Copywriter: Primary responsibility was to create and write commercials in compliance with client's and sales staff's instructions. Also supervised an assistant copywriter.

1972 - 1973

Sales Service: Organized and developed a sales service department. The objective was to coordinate and implement commercial production and act as a go between for the sales department and the production department. Also responsible for writing sales correspondence and creating sales marketing presentations.

1973 - 1984

Account Representative: Job responsibilities included prospecting for new accounts, developing marketing campaigns for clients, assisting with creative production, and maximizing revenue from new and existing accounts. Responsible for a sales territory that included but was not limited to Iowa, Illinois, Missouri, and Minnesota. Also assisted with training and development of news sales people, and contributed promotional and pricing ideas to department supervisors.

University of Northern Iowa

Broadcasting Services - KUNI/KHKE Public Radio
1984 - 1988

Development Associate: Areas of responsibility included prospecting, researching, presenting and servicing corporate/business underwriters for the stations. Annually recruited over 300 volunteers for on-air and special event fund raisers. Maintained a liaison with Friends' Board of Directors and station staff. Solicited bids, ordered and maintained over \$15,000 worth of fund raising premium inventory per year. Planned, coordinated and implements all of the station marketing related meetings and events.

Communications Department/Radio-TV
1987-1988

Instructor: Developed curriculum for a new course first offered in January 1987 - "Broadcast Sales, Promotion and Development." Principles taught covered effective skills and techniques for prospecting, researching, qualifying, presenting and servicing broadcast accounts; implementing concrete promotions for broadcast stations; and, development concepts as relating to public broadcast stations.

National Public Radio

April 1988 - August 1988

Trainer/Facilitator: Five month appointment to conduct training seminar targeted to public radio General Managers, Program Directors, and Development Directors with an emphasis on developing a marketing action plan. Content emphasis on station team building.

Iowa City Broadcasting, KKRQ-FM/KXIC-AM

September 1988 - current

Regional Sales Manager: Responsibilities include developing new accounts, selling and servicing current clients, and creating effective radio advertising campaigns for these clients. Responsible for developing, retaining and maximizing business from both advertising agencies and clients. Assist with training of new sales people. Designated contact for national business in absence of general manager.

Steve Winkey, shareholder of Double W., Inc, is claiming qualitative credit for the following -

- a. Minority status - not applicable
- b. Past local residence:
 - 1945 - 1963, Waterloo, Iowa (service area)
 - 1966 - 1970, Cedar Falls, Iowa (community of license)
 - 1973 - 1988, Cedar Falls, Iowa (community of license)
- c. Gender status - not applicable

Page 4
Exhibit "D"
Steve Winkey continued

d. Broadcast experience:

KFMW-FM/KWLO-AM

1973 - 1987

Positions held - account representative, sales manager,
station manager.

KOEL-AM and FM

1987 - 1988

Vice President of Sales

Iowa City Broadcasting/KKRQ-FM/KXIC-AM

1988 - current

General Manager

In addition the proposed facility will have auxiliary power
generating equipment at its transmitter site and at its studio to
permit uninterrupted operation in the event of commercial power
failure.

**BROADCAST EQUAL EMPLOYMENT OPPORTUNITY
MODEL PROGRAM REPORT**

1. APPLICANT

Name of Applicant Double W, Inc.	Address 2645 Princeton Road Iowa City, Iowa 52245
Telephone Number (include area code) 319-351-6730	

2. This form is being submitted in conjunction with:

☒ Application for Construction Permit for New Station ☐ Application for Assignment of License

☐ Application for Transfer of Control

(a) Call letters (or channel number or frequency) Channel 253C3 (98.5 MHz)

(b) Community of License (city and state) Cedar Falls, Iowa

(c) Service:

☐ AM ☒ FM ☐ TV ☐ Other (Specify) _____

INSTRUCTIONS

Applicants seeking authority to construct a new commercial, noncommercial or international broadcast station, applicants seeking authority to obtain assignment of the construction permit or license of such a station, and applicants seeking authority to acquire control of an entity holding such construction permit or license are required to afford equal employment opportunity to all qualified persons and to refrain from discrimination in employment and related benefits on the basis of race, color, religion, national origin or sex. See Section 73.2080 of the Commission's Rules. Pursuant to these requirements, an applicant who proposes to employ five or more full-time employees must establish a program designed to assure equal employment opportunity for women and minority groups (that is, Blacks not of Hispanic origin, Asians or Pacific Islanders, American Indians or Alaskan Natives and Hispanics). This is submitted to the Commission as the Model EEO Program. If minority group representation in the available labor force is less than five percent (in the aggregate), a program for minority group members is not required. In such cases, a statement so indicating must be set forth in the EEO model program. However, a program must be filed for women since they comprise a significant percentage of virtually all area labor forces. If an applicant proposes to employ fewer than five full-time employees, no EEO program for women or minorities need be filed.

Guidelines for a Model EEO Program and a Model EEO Program are attached.

NOTE: Check appropriate box, sign the certification below and return to FCC:

- ☐ Station will employ fewer than 5 full-time employees; therefore no written program is being submitted.
- ☒ Station will employ 5 or more full-time employees. Our Model EEO Program is attached. (You must complete all sections of this form.)

I certify that the statements made herein are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Signed and dated this 30th day of April, 1992

Signed Deane Winkley
Title President

**WILLFUL FALSE STATEMENTS MADE ON THIS FORM ARE PUNISHABLE BY FINE AND IMPRISONMENT.
U.S. CODE, TITLE 18, SECTION 1001.**

GUIDELINES TO THE MODEL EEO PROGRAM

The model EEO program adopted by the Commission for construction permit applicants, assignees and transferees contains five sections designed to assist the applicant in establishing an effective EEO program for its station. The specific elements which should be addressed are as follows:

I. GENERAL POLICY

The first section of the program should contain a statement by the applicant that it will afford equal employment opportunity in all personnel actions without regard to race, color, religion, national origin or sex, and that it has adopted an EEO program which is designed to fully utilize the skills of qualified minorities and women in the relevant available labor force.

II. RESPONSIBILITY FOR IMPLEMENTATION

This section calls for the name (if known) and title of the official who will be designated by the applicant to have responsibility for implementing the station's program.

III. POLICY DISSEMINATION

The purpose of this section is to disclose the manner in which the station's EEO policy will be communicated to employees and prospective employees. The applicant's program should indicate whether it: (a) intends to utilize an employment application form which contains a notice informing job applicants that discrimination is prohibited and that persons who believe that they have been discriminated against may notify appropriate governmental agencies; (b) will post a notice which informs job applicants and employees that the applicant is an equal opportunity employer and that they may notify appropriate governmental authorities if they believe that they have been discriminated against; and (c) will seek the cooperation of labor unions, if represented at the station, in the implementation of its EEO program and in the inclusion of nondiscrimination provisions in union contracts. The applicant should also set forth any other methods it proposes to utilize in conveying its EEO policy (e.g., orientation materials, on-air announcements, station newsletter) to employees and prospective employees.

IV. RECRUITMENT

The applicant should specify the recruitment sources and other techniques it proposes to use to attract qualified minority and female job applicants. Not all of the categories of recruitment sources need be utilized. The purpose of the listing is to assist the applicant in developing specialized referral sources to establish a pool of qualified minorities and women who can be contacted as job opportunities occur. Sources which subsequently prove to be nonproductive should not be relied on and new sources should be sought.

V. TRAINING

Training programs are not mandatory. Each applicant is expected to decide, depending upon its own individual situation, whether a training program is feasible and would assist in its effort to increase the available pool of qualified minority and female applicants. Additionally, the applicant may set forth any other assistance it proposes to give to students, schools or colleges which is designed to be of benefit to minorities and women interested in entering the broadcasting field. The beneficiary of such assistance should be listed, as well as the form of assistance, such as contributions to scholarships, participation in work study programs, and the like.

MODEL EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

I. GENERAL POLICY

It will be our policy to provide employment opportunity to all qualified individuals without regard to their race, color, religion, national origin or sex in all personnel actions including recruitment, evaluation, selection, promotion, compensation, training and termination.

It will also be our policy to promote the realization of equal employment opportunity through a positive, continuing program of specific practices designed to ensure the full realization of equal employment opportunity without regard to race, color, religion, national origin or sex.

To make this policy effective, and to ensure conformance with the Rules and Regulations of the Federal Communications Commission, we have adopted an Equal Employment Opportunity Program which includes the following elements:

II. RESPONSIBILITY FOR IMPLEMENTATION

(Name/Title) Diane Winkey, President & General Manager will be responsible for the administration and implementation of our Equal Employment Opportunity Program. It will also be the responsibility of all persons making employment decisions with respect to the recruitment, evaluation, selection, promotion, compensation, training and termination of employees to ensure that our policy and program is adhered to and that no person is discriminated against in employment because of race, color, religion, national origin or sex.

III. POLICY DISSEMINATION

To assure that all members of the staff are cognizant of our equal employment opportunity policy and their individual responsibilities in carrying out this policy, the following communication efforts will be made:

- ☒ The station's employment application form will contain a notice informing prospective employees that discrimination because of race, color, religion, national origin or sex is prohibited and that they may notify the appropriate local, State or Federal agency if they believe they have been the victims of discrimination.
- ☒ Appropriate notices will be posted informing applicants and employees that the station is an Equal Opportunity Employer and of their right to notify an appropriate local, State or Federal agency if they believe they have been the victims of discrimination.
- ☒ We will seek the cooperation of unions, if represented at the station, to help implement our EEO program and all union contracts will contain a nondiscrimination clause.
- ☒ ~~On-air~~ announcements

IV. RECRUITMENT

To ensure nondiscrimination in relation to minorities and women, and to foster their full consideration whenever job vacancies occur, we propose to utilize the following recruitment procedures:

- ☒ We will contact a variety of minority and women's organizations to encourage the referral of qualified minority and women applicants whenever job vacancies occur. Examples of organizations we intend to contact are:

Center for Urban Education
NAACP
Womens Resource Center
Minority Cultural Center

- ☒ In addition to the organizations noted above, which specialize in minority and women candidates, we will deal only with employment services, including State employment agencies, which refer job candidates without regard to their race, color, religion, national origin or sex. Examples of these employment referral services are:
Job Services of Iowa

- ☒ When we recruit prospective employees from educational institutions such recruitment efforts will include area schools and colleges with minority and women enrollments. Educational institutions to be contacted for recruitment purposes are:

University of Northern Iowa, Cedar Falls, Iowa
Hawkeye Institute of Technology - Area VII, Waterloo, Iowa
Wartburg College, Waverly, Iowa
American Institute of Commerce, Waterloo, Iowa

- ☒ When we place employment advertisements with media some of such advertisements will be placed in media which have significant circulation or viewership or are of particular interest to minorities and women. Examples of media to be utilized are:

Waterloo/Cedar Falls Courier
The Hometown

- ☒ We will encourage employees to refer qualified minority and women candidates for existing and future job openings.

V. TRAINING

- ☐ Station resources and/or needs will be such that we will be unable or do not choose to institute programs for upgrading the skills of employees.
- ☒ We will provide on-the-job training to upgrade the skills of employees.
- ☒ We will provide assistance to students, schools, or colleges in programs designed to enable qualified minorities and women to compete in the broadcast employment market on an equitable basis:

School or Other Beneficiary
University of Northern Iowa
Hawkeye Institute of Technology
American Institute of Commerce

Proposed Form of Assistance
Work study programs
Work Study programs
Work study programs

☐ Other (specify)

FCC NOTICE TO INDIVIDUALS REQUIRED BY THE PRIVACY ACT AND THE PAPERWORK REDUCTION ACT

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THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, P.L. 93-579, DECEMBER 31, 1974, 5 U.S.C. 552(a)(3) AND THE PAPERWORK REDUCTION ACT OF 1980, P.L. 96-511, DECEMBER 11, 1980, 44 U.S.C. 3507.